

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

**DUTY STATEMENT**

|  |                                  |
|--|----------------------------------|
| Employee Name: Vacant                        | Current Date:                    |
| Classification: Air Pollution Specialist     | Position #: 673-920-3887-019     |
| Division/Office: STCD/CIB                    | CBID: R09                        |
| Section: Climate Investments Policy Section  |                                  |
| Supervisor Name: Vacant (Mario Cruz interim) | Supervisor Classification: ARS I |

|  |       |
|--|-------|
| I certify that this duty statement represents an accurate description of the essential functions of this position. |       |
| Supervisor:  | Date: |

|  |       |
|--|-------|
| I have read this duty statement and agree that it represents the duties I am assigned. |       |
| Employee:  | Date: |

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

|  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Lead Person |
| <input type="checkbox"/> Supervisor      | <input type="checkbox"/> Team Leader |

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position **DIRECTLY** supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**:

**MISSION OF SECTION:**

The Climate Investments Policy Section (Section) is part of the Climate Investments Branch (CIB), which works to advance policies and investments that address climate change, advance equity, and support quality of life for all people in California with a primary focus on the implementation of California Climate Investments. In carrying out this mission, CIB develops tools and resources to inform climate-related policies and investments, and collaborates broadly with a diverse set of partners on climate change.

The Section is responsible for developing scientifically informed policy direction for program development and implementation to help ensure California Climate Investments supports the State's broader goals for reducing greenhouse gas emissions, prioritizing funding for disadvantaged and low-income communities, and providing transparency on funding outcomes. The Section plays a key role in providing analysis and recommendations on proposed legislation, formulation of investment plans, development and implementation of funding guidelines, and completion of comprehensive annual reports on investment status and outcomes. The Section also has a lead role in responding to information requests by the Administration and Legislature.

**CONCEPT OF POSITION:**

Under supervision of the Section manager, the Air Pollution Specialist (APS) will apply analytical methods to help identify, study, and address greenhouse gas emissions, air pollution, equity and other relevant State goals and priorities under California Climate Investments. This APS position will work to evaluate existing, and develop new, policy recommendations for the California Climate Investments program, support implementation activities, conduct associated outreach and coordination, and report on the outcomes and benefits of California Climate Investments to a variety of audiences. The APS is responsible for analyzing climate policies, legislation, and data, developing policy recommendations and responses to inquiries, communicating the benefits of investments, and working collaboratively with internal and external stakeholders. The APS may participate in high-profile and sensitive meetings with Administration officials, legislative staff, and local governments, and represent the California Air Resources Board (CARB) at forums and workshops. Travel may be required up to 10% of the time.

| <u><b>% OF TIME</b></u> | <u><b>RESPONSIBILITIES OF POSITION</b></u>   |
|-------------------------|--|
| 40%-E                   | Support the development and implementation of key policy documents, with a focus on transparency, greenhouse gas emissions reductions, and equity. Policy documents include, but are not limited to, the funding guidelines for administering agencies, triennial investment plan, and related resources to support program implementation. Support related activities, including developing |

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 3

|       |   |
|-------|---|
|       | and delivering branch trainings, portfolio-wide investment analyses, program-specific evaluations and guidance, and legislative proposal evaluation and recommendations. Conduct analyses, modeling, and research using scientific principles and practices to address issues associated with the design, implementation, and reporting of California Climate Investments and other climate programs. Respond to inquiries in response to public or legislative requests. Work with management to obtain needed decisions; identify challenges to success; and develop creative policy, technical, regulatory, and administrative solutions to address these challenges.  |
| 25%-E | Develop or update resources that report on California Climate Investment outcomes and benefits for a variety of audiences through several different media, including annual and semi-annual reports, infographics, interactive data visualization platforms, and narratives. Work internally and with State agency partners to effectively communicate how California Climate Investments and other climate programs fit into other CARB, legislative, and State priorities.  |
| 25%-E | Use written and verbal communication skills to clearly, concisely, and effectively conduct outreach, present on policy guidance and recommendations, respond to inquiries, convene and facilitate large workgroups or discussions, and represent CARB at conferences and meetings with various audiences. Audiences include legislators, internal and external agency partners, potential grantees, community-based organizations, technical experts, industry groups, environmental groups, and the public, as well as other CARB divisions, the Executive Office, the Chair's Office, the Board, and CalEPA. Build a productive working relationship with key partners and coordinate internally and externally with agencies administering California Climate Investments programs. Propose creative solutions that meet stakeholder needs and align with existing resources and statutory requirements. Be flexible and adaptable to communications strategies that span technical and non-technical audiences. |
| 10%-M | Strengthen relationships, knowledge, and effectiveness across sections and branches by participation in regular meetings and events. Assist the Section manager in planning, organizing, and implementing Section efforts and other special projects as assigned by the Section, Branch, Division, or Executive Office. Maintain courteous, professional relationships with coworkers, management, and all external stakeholders. Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, and trainings; and implementation and sharing of lessons learned.  |